



LEAD GROUNDSKEEPER
(CORRECTIONAL FACILITY)
Final Filing Date: May 4, 2009

OPEN, NONPROMOTIONAL - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:

CALIFORNIA INSTITUTION FOR MEN
CALIFORNIA INSTITUTION FOR WOMEN
CALIFORNIA REHABILITATION CENTER
HEMAN G. STARK YOUTH CORRECTIONAL FACILITY

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination are: **JANUARY – DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Application may be filed in person or by mail.

Submit Examination Application (Std. Form 678)

By mail with:

or

In person with:

CALIFORNIA REHABILITATION CENTER
ATTN: DELEGATED TESTING OFFICE
P.O. BOX 1841
NORCO, CA 92860

CALIFORNIA REHABILITATION CENTER
FIFTH STREET & WESTERN AVENUE
NORCO, CA 92860
MODULAR A / PERSONNEL

If you are personally delivering your application, you must do so between the hours of **7:30 a.m.** and **4:30 p.m.** Monday through Friday, on or before the final filing date to the same street address as listed above.

NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

NOTE: Only applications with an original signature will be accepted.

APPLICATION
DEADLINE/
REQUIREMENTS

MAY 04, 2009 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE

It is anticipated that Qualifications Appraisal Interviews will be held during **JUNE / JULY 2009**.

SALARY RANGE(S)

As of: **March 24, 2009**

\$3,051 – \$3,660 Per Month

MINIMUM
QUALIFICATIONS

Three years of experience in propagating, planting, and cultivating flowers and shrubs, and in general grounds maintenance work. (Completion of a recognized course of study in landscape gardening or landscape design may be substituted for two years of the required experience.)

Special Physical Characteristics

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:

Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

EXAMINATION PLAN (CONTINUED)	<div><div>A. Knowledge of:</div><div><div>1. Methods, materials, and equipment used in propagating, planting, cultivating, spraying, and otherwise caring for flowers, shrubs, lawns, and trees</div><div>2. Flowers, shrubs, and ornamental and shade trees commonly grown in California, and their planting and growing requirements</div><div>3. Plant pests and diseases and methods of their control and eradication</div><div>4. The Departments' Equal Employment Opportunity Program objectives</div><div>5. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment objectives</div></div><div><div>B. Skill in:</div><div><div>1. Budding, grafting, pruning, and flower gardening work</div></div></div><div><div>C. Ability to:</div><div><div>1. Lay out ornamental flower beds and borders</div><div>2. Follow oral and written directions</div><div>3. Supervise the work of a group of groundskeepers</div><div>4. Deal tactfully with the public</div><div>5. Communicate effectively</div><div>6. Effectively contribute to the Department's Equal Employment Opportunity objectives</div></div></div></div>
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If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list(s) will be abolished 12 months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<div><p>A Lead Groundskeeper (Correctional Facility), under direction in a State correctional facility in the Department of Corrections and Rehabilitation, leads and works with a small crew of inmates engaged in planting, watering, cultivating, and maintaining flower beds, lawns, shrubs, and trees, and in general, grounds maintenance work; propagates flowers and ornamental plans and shrubs in a greenhouse and nursery; designs beds and borders; plants and cares for flowers, ornamental plants and shrubs; keeps greenhouses, nurseries, and grounds free from plant diseases and pests; prunes shrubs and rose bushes; buds and grafts plants; cares for ornamental flowers and plants in State buildings; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates for contraband, such as weapons or illegal drugs and does other related work.</p><p>Position(s) exist with the institution(s) listed above with the Department of Corrections and Rehabilitation.</p></div>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.
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GENERAL INFORMATION

It is the candidate's responsibility to contact the Delegated Testing Office at (951) 273-2355 three weeks after the final filing date if he/she has not received his/her progress notice.

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS